

# **DIVISION OF ACCOUNTS AND REPORTS POLICY AND PROCEDURE MANUAL**

Revision Date 06/18/99

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## **SUBJECT**

Agency approval procedures for out-of-state travel and to exceed lodging reimbursement rates

## **PURPOSE**

This filing specifies approval requirements for (1) out-of-state travel and (2) lodging reimbursement of up to 50 percent above established standard rates or conference-related lodging at actual cost. The filing also establishes the procedure for a state agency to notify the Division of Accounts and Reports of: (1) the individuals authorized to approve the higher lodging reimbursement rates or out-of-state travel and (2) the method used to show that the travel was properly approved.

## **AUTHORITATIVE REFERENCE**

K.S.A. 75-3207a

K.S.A. 75-3208

# K.A.R. 1-16-18

K.S.A. 75-3731

K.S.A. 75-3216

## **GENERAL INFORMATION**

### *Lodging Reimbursement Rate Approval Requirements*

K.S.A. 75-3207a requires the Secretary of Administration to establish subsistence reimbursement rates for both in-state and out-of-state travel. Employees which are subject to these reimbursement limitations may, with proper approval, be reimbursed for actual lodging expenses which exceed the established rate limitations by up to 50 percent. The approval requirements for receiving this higher reimbursement are as follows:

1. A state officer or employee may exceed the daily lodging reimbursement limitation if written approval is obtained from the agency head or designee who is authorized to approve the travel under the provisions of K.S.A. 75-3208.
2. No approval is required for an agency head or appointive members of a board, commission, or similar body that appoints an agency head *unless* the appointing authority requires approval by the appointing authority.

# If an employee is required or authorized to attend a conference, the agency-head or the agency head's designee may approve reimbursement or direct payment of actual lodging

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expenses. The reimbursement or direct payment of actual lodging expenses shall be effective for the approved conference and for official state business related to the conference and applicable only to the state employee attending the conference.

## *Out-of-State Travel Approval Requirements*

K.S.A. 75-3208 specifies the approval requirements for employee travel beyond the borders of the state. The approval requirements are as follows:

1. *Judicial* – Except as otherwise prescribed by a majority of the justices of the Supreme Court, the Judicial Administrator or designee may grant written approval for out-of-state travel by an officer or employee of the judicial branch.
2. *Legislative* – Except as otherwise authorized or provided by statute, the Legislative Coordinating Council may grant approval for out-of-state travel by a legislator or an officer or employee of an agency in the legislative branch or a designee of the Legislative Coordinating Council may grant written approval for out-of-state travel by an officer or employee of a legislative branch agency,
3. *Executive* – Except as otherwise prescribed by the officer, board or commission that appointed an agency head (chief administrative officer), the agency head or designee may grant written approval for out-of-state travel by an officer or employee of the executive branch agency.

Certain out-of-state travel does not require approval. Approval is not required for:

1. An agency head or appointive members of a board, commission, or similar body that appoints an agency head *unless* the appointing authority requires approval by the appointing authority.
2. Other agencies, departments, or individuals specifically exempted by law.

## *Approval Method*

K.S.A. 75-3731 requires the Director of Accounts and Reports to ensure that all obligations submitted for payment have been incurred in accordance with law. To determine whether higher-than-standard lodging reimbursement claims or out-of-state travel expense claims have been properly approved under the provisions of K.S.A. 75-3207a or 75-3208, the Division of Accounts and Reports must be informed of which agency designees are authorized to approve these items and the method used by each state agency to show that proper approval was granted for the travel.

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An agency may choose one of three methods which have been established to show that higher lodging reimbursements or out-of-state travel was properly approved. These methods are as follows:

1. *Signature on Payment Voucher* – This method requires that a person authorized to approve higher lodging reimbursement or out-of-state travel sign the voucher submitted for payment.
2. *Letter from Agency* – This method requires that a letter, signed by a person authorized to approve higher lodging reimbursement or out-of-state travel, be attached to each voucher submitted for payment. The letter should contain enough information to allow the Division of Accounts and Reports to determine that the travel authorized and the travel undertaken are the same. Suggested information includes the traveler's name, destination, and dates of travel.
3. *Agency Travel Approval Form* – This method requires that a completed agency travel authorization form, signed by a person authorized to approve higher lodging reimbursement or out-of-state travel, be attached to each voucher submitted for payment. The form must contain enough information to allow the Division of Accounts and Reports to determine that the travel authorized and the travel undertaken are the same. Suggested information includes the traveler's name, destination and dates of travel.

## *Notification Requirements*

The Division of Accounts and Reports has developed form DA-26, Agency Travel Approval – Lodging Reimbursement Rates and Out-of-State Travel, for agencies to communicate the approval information noted above to the Division. A DA-26 should be completed and submitted to the Division in the following situations: (1) the establishment of a new agency; (2) a change in the approval method used by an agency; and (3) a change in the person(s) authorized to approve higher lodging reimbursement or out-of-state travel. If an agency makes a change to either its out-of-state travel or lodging reimbursement rate approval process, a new DA-26 form should be completed and filed with the Division for both approval areas.

## PROCEDURES

### Responsibility

### Action Step

State Agency

1. Complete form DA-26 whenever any of the following conditions occur: (1) the agency is initially created; (2) an agency changes the method for approving out-of-state travel or lodging

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reimbursement rates; or (3) an agency changes the individuals authorized to approve out-of-state travel or lodging reimbursement rates.

The agency should complete the following information:

- a. **Agency Number** – The three-digit agency number.
  - b. **Effective Date** – The date the approval authorizations take effect.
  - c. **Name and Title** – The name and title of each person in the agency authorized to approve out-of-state travel.
  - d. **Approval Method** – The agency checks one of the three authorized methods to approve out-of-state travel.
  - e. **Name and Title** – The name and title of each person in the agency authorized to approve lodging reimbursement rates of up to 50% above established rates.
  - f. **Approval Method** – The agency checks one of the three authorized methods to approve the lodging reimbursement rates.
  - g. **Authorized By** – The signature of the agency head.
  - h. **Date** – The date the form is signed by the agency head.
2. Send the original copy of the DA-26 to the Audit Services Team of the Division of Accounts and Reports. A copy of the form should be filed at the agency.
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3. Record the information from the DA-26 and file the form.
  4. Audit payment vouchers to ensure compliance with the information provided on the DA-26.

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**CONTACT SOURCES**

For information concerning approval requirements for out-of-state travel, please contact:

Division of Accounts and Reports  
Central Accounting Services Section  
Audit Services Team